



Louisville Metro Planning & Design Services

SUBMITTAL REQUIREMENTS JOINT SUBDIVISION AND RE-ZONING APPLICATION

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant PDS
 ONLY

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Completed Zoning and Major Subdivision Application (2 separate forms) signed by ALL owners listed on the deed. Owner's signature(s) on the application and the deed(s) must match. The Tax Block and Lot number should be the same as on the tax map. |
| _____ | _____ | 2. Land Use Restriction form. |
| _____ | _____ | 3. Copy of current recorded deed for all properties included in the subdivision— ALL owners listed on the deed must sign the application. Every page of the recorded deed must be submitted. The last page should have an "End of Document" stamp. |
| _____ | _____ | 4. Certification Statement, if an owner or owners is in the form of a partnership, corporation, company, etc. |
| _____ | _____ | 5. Development Information sheet |
| _____ | _____ | 6. A written justification statement detailing why this development is in compliance with Cornerstone 2020 and how it is compatible with the Community Form District in which the development is proposed to be located. |
| _____ | _____ | 7. Pre-app tax map |
| _____ | _____ | 8. Label matrix of adjoining first tier and second tier property owners (from PVA records) and citizen groups listed in the applicable district of the PDS Neighborhood Notification Program. |
| _____ | _____ | 9. Mailing labels (2 sets) of adjoining first tier and second tier property owners (from PVA records) and citizen groups listed in the applicable district of the PDS Neighborhood Notification Program. |

Louisville Metro Planning & Design Services
444 South Fifth St.
Louisville, KY 40202
502-574-6230 Fax 502-574-8129



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- _____ 10. Legal description of the area of the rezoning on a separate 8.5” X 11” sheet of paper.
- _____ 11. Fifteen (15) copies of the site plan.
- _____ 12. Copy of the required neighborhood meeting notification letter, a sign-in sheet from the meeting, and a short summary of the meeting detailing specific items of concern and proposed resolutions.
- _____ 13. If disturbance of slopes greater than 30% are proposed a geotechnical report addressing disturbance of these slopes as it relates to the proposal is required at time of filing.
- _____ 14. Justification letter for all request for waivers or variances from the LDC regulations.
- _____ 15. MSD Plan Review Application and Preliminary Checklist

Note: All plans should provide the basic information as shown in the table included with the zoning submittal requirements.

- _____ 16. One 8.5 x 11 inch copy of the site plan for distribution with the staff report that will be prepared for the case. **Note:** If reduced plan is not present, notify case manager prior to submitting application.
- _____ 17. Rendering/elevations of proposed houses/structures **THIS IS REQUIRED.**

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_____ 18. Cash or check made payable to Louisville Metro Finance.

(Note: If two or more applications requiring a land use restriction form are submitted simultaneously for the same site, only one \$21 Clerk's fee is required in addition to the application fees.)

R-R, R-E, R-1, R-2, R-3, R-4, R-5, R-5A, R-5B, R-6 or R-7 District

Area less than 2.0 acres \$ 450

Area 2.0 acres to 4.9 acres \$ 900

Area 5.0 acres or more \$1800

R-8A, OR-1, OR-2, OR-3, OTF, C-N or C-R, District

Area less than 2.0 acres \$ 900

Area 2.0 acres to 4.9 acres \$1800

Area 5.0 acres or more \$3600

C-1, C-2, C-3, C-M, W-1, W-2, W-3, EZ-1, M-1, M-2, M-3 or any PRO, or PEC District

Area less than 2.0 acres \$1350

Area of 2.0 to 4.9 acres \$2700

Area of 5.0 acres or more \$5400

Major Subdivision Fee: \$ **800**

Zoning Fee (from above):

\$ _____

Clerk's Fee: \$ **21**

Total: \$ _____

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For Staff Use Only

Date: _____ **Staff:** _____ **Docket #:** _____

Do not accept application if required materials are not submitted

_____ 13. Assign Docket # in the Zoning Log (**G:\Planning\DATA\Logs\Zoning**) and the Subdivision Log (**G:\Planning\DATA\Logs\Major Subdivisions\Preliminary Plan Log 1986-**).

_____ 14. . Fill out a receipt (\$800 in Subdivision, \$10.50 in Clerk’s fee, and the rest in Zoning).

_____ 15. Write the Docket # in red on the bottom right hand corner of every page and plan and stamp the date received (**Except LUR form**).

_____ 16. Put all materials together and put in the In-Coming Application Tray.

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